

**UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF TEXAS**

TO: All Attorneys of Record in Cases Assigned to the Docket of Judge Sam R. Cummings, United States District Judge, Northern District of Texas

**STANDING ORDER¹ DESIGNATING CASE FOR ENROLLMENT
IN THE ELECTRONIC CASE FILES “ECF” SYSTEM**

The court has determined that this case will be enrolled in the Electronic Case Files (“ECF”) system as an ECF case. Therefore, it is **ORDERED** that all counsel of record *must register* as an ECF user **within ten days of the date of notice of this order**, if they have not already done so and if they choose to file documents electronically. Counsel may file paper documents if they choose not to file electronically. Only licensed attorneys may submit documents for electronic filing, so a *pro se* party (including a prisoner) will not be permitted to register as an ECF user or submit documents electronically. To register, counsel must:

1. Review Miscellaneous Order Number 61;
2. Review the ECF Administrative Procedures Manual;
3. Complete the online attorney tutorial for ECF training;
4. Review the ECF User Guide;
5. Complete the ECF Attorney/User Registration Form and forward it to the Clerk’s Office; and

¹Upon opening a new case, the clerk shall enter this Standing Order. If the plaintiff or petitioner in a civil action is proceeding *pro se*, the clerk shall not distribute this order unless there is an order for process to issue. If process is ordered to issue, the clerk is directed at that time to send a copy of this order to the defendant or respondent with the service of the summons or show cause order.

6. Ensure that any attorney granted *Pro Hac Vice* admission as co-counsel in this case **also registers as an ECF user.**

DUTY OF INITIATING PARTY
TO SERVE ECF DESIGNATION ORDER UPON OPPOSING PARTY

It is further **ORDERED** that in a civil ECF case the party initiating the action in this court shall serve a copy of this order on the opposing party(ies) with service of process or within five days of receipt of this order, whichever is later. If an additional party is joined in a civil ECF case at a later date, the party joining the additional party is **ORDERED** to serve a copy of this order on the additional party within five days of when the additional party is joined.

In a criminal ECF case it is **ORDERED** that the government serve a copy of this order on defendant's counsel when defendant's counsel makes an appearance in the case on behalf of the defendant.

ELECTRONIC CASE FILES REQUIREMENTS

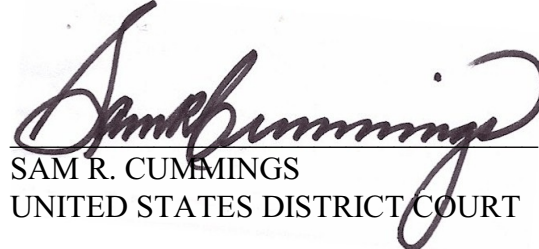
If an attorney chooses to file electronically, counsel must observe the following directives:

1. **ECF DESIGNATION:** ALL documents submitted for filing must include the "ECF" designation in the caption of the case directly beneath the case number.
2. **GOVERNING DOCUMENTS:** The case will be governed by Miscellaneous Order Number 61, the ECF Administrative Procedures Manual, and the ECF User Guide.

3. **SERVICE OF DOCUMENTS UPON NON-ECF USERS:** Service of documents upon non-ECF users (including *pro se* litigants) must be effected on paper in a manner authorized by Federal Rule of Civil Procedure 5.
4. **PROPOSED ORDERS:** A proposed order shall be submitted with **EVERY** motion via e-mail as instructed under the ECF system's "Proposed Orders" event.
5. **AMENDED PLEADINGS:** A party who moves for leave to file an amended pleading must attach the proposed amended pleading as an exhibit to the motion for leave. If the motion for leave is granted, the moving party shall submit the amended pleading for filing within three days after leave is **granted**, unless otherwise ordered by the court.
6. **PRIVACY POLICY:** Counsel must ensure that all documents filed with the court strictly comply with the privacy policy of the U.S. District Court for the Northern District of Texas. The privacy policy restricts the use and manner of use of certain types of information, including: social security numbers, tax identification numbers, minors' names, birth dates, financial account numbers, medical records, employment histories, proprietary or trade secret information, crime victim information, national security information, sensitive security information as described in 49 U.S.C. § 114(s), and information regarding an individual's cooperation with the government. The complete policy may be found at <http://www.txnd.uscourts.gov/pdf/TXNprivnot.pdf>.

7. **QUESTIONS:** ECF questions should be directed to the Clerk's Office for the division where the case is pending or to the ECF Help Desk at (866)243-2866.²

SO ORDERED this 1st day of September, 2006.



SAM R. CUMMINGS
UNITED STATES DISTRICT COURT

²Each attorney who is registered as an ECF user is able to submit a document for filing with the court over the Internet at any time from any location. For more information on the benefits of using the ECF system, visit the U.S. Courts' Internet website at <http://www.uscourts.gov/cmecf/cmecf.html> and click on "Video: The Attorneys' Perspective." Information regarding the operation of the ECF system in the Northern District of Texas is available on the website for the U.S. Courts for the Northern District of Texas at <http://www.txnd.uscourts.gov/filing/ecf.html>.